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19 JAN 1956

MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 12 January 1956
Through 18 January 1956

1. T/O Proposals Completed: A total of six (6) T/O proposals were processed and completed during this reporting period. This total included the new T/O proposal for the [REDACTED] and five other proposals involving thirteen (13) position actions.

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2. T/O Proposals in Process: A total of fourteen (14) T/O proposals are currently in process. Eight (8) of these proposals represent new DD/P Staff and Division T/O proposals and are being reworked to comply with the principle of T/O equal ceiling. The remaining six (6) T/O proposals involving thirty (30) position actions are being reviewed and processed in accordance with standard procedures and coordination with the office of the Comptroller and the Office of Personnel.

3. MS Project 6-7 "Study of Possible Merger of the Cable Secretariat and the Signal Center": Concurrence action by the Director of Communications is expected in a few days. Subsequent concurrence action by the Executive Assistant to the Director has yet to be secured.

4. MS Project 6-17 "Nomenclature and Personnel Reporting, DD/P Area": The staff study was reviewed by the Chief, Management Staff. A revised study is being prepared in accordance with suggested revisions.

5. MS Project 6-18 "Study of Delays in Pouch Service": Completed abstract of CIA Incoming Pouch Manifest files for months of October, November and December 1955 on a selected sampling basis for eighteen (18) overseas stations.

6. MS-755 "FE Division T/O": This T/O proposal is currently being reviewed and adjusted by the FE Division, together with representatives from the Position Evaluation Division, Office of Personnel and the Management Staff. This joint exercise of effecting a revised T/O to equal current authorized ceiling involves the identification and elimination of approximately [REDACTED] positions from the proposal as originally submitted.

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7. MS-754 "SR Division T/O": This T/O is undergoing the same processes of reduction as indicated in paragraph 6 above. Preliminary analysis is being made of the SR T/O with a view to reducing T/O positions to a figure consistent with the ceiling set by COP/DD/P.

8. MS-753 "EE Division T/O": Meetings currently being held with EE principals, PED, and MS representatives to effect satisfactory adjustments to the T/O as proposed. It is expected that this proposal will be completed next week.

9. A completely revised T/O for Communications has been developed with participation of Office of Personnel in order to implement the new Manpower Control System Application.

10. NEA Division: The final analysis of the NE T/O was presented to C/NEA on 29 December 1955.

11. Employee Suggestions: Two employee suggestions are being processed within the DD/P.

SUMMARY: Six T/O proposals completed; includes new CI Staff T/O and five others involving thirteen position actions. Fourteen T/O's currently in process; includes eight new T/O submissions for DD/P Staffs and Divisions and six others involving thirty position actions. Awaiting Director of Communications concurrence action on Cable Secretariat merger study. Nomenclature study being rewritten for final submission. Pouch Service Delay study continues; selected sampling of incoming pouch manifests for eighteen overseas stations has been completed. T/O proposals (new) for the SR, FE, and EE Divisions are currently being reworked jointly by Divisions concerned, together with representatives of the Office of Personnel and the Management Staff.

[REDACTED]
Chief, O&M Staff, DD/P Area

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